



**CONSTITUTION AND BYLAWS OF
THE SECOND BAPTIST CHURCH
OF SPRINGFIELD, MISSOURI**

January, 2019

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CONSTITUTION

REVISED 2019

ARTICLE I: NAME

The body shall be known as The Second Baptist Church of Springfield, Missouri, a not-for-profit corporation organized and existing under the laws of the State of Missouri, and hereafter, in this document, referred to as Church.

ARTICLE II: PURPOSE

This Church shall maintain the public worship of God, shall promote fellowship, discipleship, and ministry among its congregation, and shall spread the gospel and minister to people locally and globally.

ARTICLE III: STATEMENT OF FAITH

The Church subscribes to the "Baptist Faith and Message" as most recently adopted by the Southern Baptist Convention.

ARTICLE IV: GOVERNMENT

Section 1. Government.

The government of this Church is vested in its members. It shall have the right to govern itself and to conduct its own affairs in accordance with the principles of the New Testament Scriptures under the leadership of our Savior and Lord and by the attestation to the Statement of Faith, and under the bylaws adopted by this church. It is autonomous and subject to the control of no other ecclesiastical body, but is affiliated with and voluntarily cooperates with the Greene County Baptist Association, the Missouri Baptist Convention, and the Southern Baptist Convention. This affiliation does not grant to any of the aforementioned entities any authority over this church, nor lessen the autonomy of this church.

Section 2. Voting Rights.

Each member shall have equal right as to voice and vote, except as provided for in the bylaws.

Section 3. Property.

The legal title to the property of this Church shall be vested in a Board of Trustees to be elected by the Church in accordance with the bylaws; said trustees holding said title for and on behalf of the Church.

Section 4. Church and State.

We believe in separation of church and state, as discussed in Article 17 on "Religious Liberty" in "The Baptist Faith and Message."

ARTICLE V: AMENDMENT

This constitution may be amended or repealed by a three-fourths majority vote of the members present at any business meeting, provided the desired amendment or repeal be submitted in writing at the previous regular business meeting.

BY-LAWS

ARTICLE I: MEMBERSHIP

Section 1. Qualifications.

The membership of this Church shall consist of persons who confess Jesus Christ to be their Savior and Lord, who have been baptized by immersion, and who have been received into membership according to Section 2.

Section 2. Receiving.

Members shall be received by majority vote of the Church, at the next regular business meeting, upon their request for membership, in one of the following ways:

- 1) baptism by immersion following their profession of faith;
- 2) transfer of membership from another Baptist church of like faith and practice;

or

3) statement of their prior profession of faith which was followed by their baptism by immersion.

Section 3. Dismissal.

1) Any member in good standing shall be entitled to a letter of transfer to another Baptist church of like faith and practice, and the member's name shall be removed from the roll of the Church.

2) A member shall also cease to be a member of this Church upon: a) joining a church not of like faith and practice; b) death; c) written request to be dropped from membership; d) dismissal for disciplinary reasons as discussed in Section 5.

Section 4. Duties.

Members are expected to be faithful in all duties essential to the Christian life. This includes, but is not limited to, attend regularly the services of this Church, give regularly for its support and its causes, share in its organized work, and maintain a commitment to the current Baptist Faith and Message.

Section 5. Discipline.

We worship the Prince of Peace. It is a duty of Christians to seek peace with others. In all cases of personal difficulty between members of the Church, the parties involved shall endeavor to bring about a reconciliation in the matter laid down by our Savior and recorded in Matthew 5:23-24 and Matthew 18:15-17. Every reasonable measure will be taken to bring any member, who has fallen into open sin, is the source of strife or division in the Church, or holds and disseminates a view of doctrine considered unscriptural, to repentance and restoration. All proceedings shall be pervaded by a spirit of Christian kindness and forbearance and shall follow the guidelines given in Scripture. But, finding that the welfare of the Church is best served

by the dismissal of a member, a recommendation may be brought to the Church by either the Lead Pastor or the Deacons. Dismissal will require a majority vote of the Church.

ARTICLE II: MEETINGS

Section 1. Public Worship.

The Church shall meet for public worship on each Lord's Day and other days as deemed profitable and necessary.

Section 2. Business Meetings.

The Church shall conduct regular business meetings quarterly. Special business meetings may be called, provided prior notice is given in a public worship service at least seven days in advance. Members present and voting shall constitute a quorum for all business meetings.

- 1) Absentee voting is not permitted;
- 2) All members present shall have full voting rights on all motions or other matters that come before the Church in regular or special business meetings; except
- 3) Members under the age of twelve years shall not be permitted to vote on dismissal of members for discipline matters; calling or dismissing of a Lead Pastor; and buying, selling, or mortgaging of church real estate.

ARTICLE III: CHURCH OFFICERS

Section 1. Lead Pastor.

- 1) The Lead Pastor shall
 - a) meet the qualifications of a pastor as outlined in 1 Timothy 3 and Titus 1;
 - b) have the primary duties of
 - i) preacher, to proclaim the Gospel;
 - ii) bishop, to superintend the work of the church;
 - iii) pastor, to shepherd the flock;
 - iv) minister, to serve the church;

He shall be a man called of God and set apart to the Gospel ministry. He shall be Southern Baptist in theology in accordance with the Baptist Faith and Message. He shall have charge of the welfare and oversight of the church in counsel with the deacons, ministry leaders, directors, and lay team leaders as appropriate. He will be responsible to lead the Church to fulfill the Great Commission, given to the Church by Jesus Christ. He shall serve as a non-voting ex-officio member of all committees and organizations of the church life, unless asked by any committee to serve as a voting member. He shall preside at all business meetings of the church when present. When absent, the

Administrative Pastor or the Chairman of the Deacons shall preside. In the absence of all three, the First Vice-Chairman of the Deacons, or in his absence the Second Vice-Chairman, would preside over the meeting. The Lead Pastor shall serve indefinitely at the will of the Church and/or until the relationship is terminated by mutual consent or pursuant to church action under Article IV, Section 3, paragraph 6. Both the Lead Pastor and the Church shall seek at all times to follow the will of God and the leadership of the Holy Spirit.

2) Upon the resignation of the Lead Pastor, the Chairman of the Deacons shall serve as chairman of the Pulpit Committee and soon appoint eight (8) additional adult members of the church body, of which two (2) shall be deacons. The names of those comprising this committee shall then be presented to the church body for approval at the earliest possible business meeting of the church.

3) The Pulpit Committee shall bring to the consideration of the Church body only one man at a time. The Lead Pastor shall be elected by secret ballot, with a three-fourths majority of those members present and voting required.

4) If necessary, the Pulpit Committee shall be responsible to recommend to the Church an interim pastor or pulpit supply, as appropriate, until a Lead Pastor has been called and elected by the Church. The election of an interim pastor will be conducted by secret ballot, with a three-fourths majority of those members present and voting required.

Section 2: Deacons.

1) The Deacons shall consist of men who meet the qualifications of a deacon set forth in I Timothy 3:8-13. They are to be duly elected and ordained by a Southern Baptist church.

2) In electing deacons, the Church shall elect men who are honorable, who are true servants of God and the Church, as noted in Acts 6, and zealous to guard the unity of the Spirit within the Church in the bonds of peace. They shall be actively involved in educational programs and ministries of the Church. They shall be expected to tithe. They are to abstain from alcoholic drinks.

3) The active body of Deacons shall be organized as a unit for the consideration of all larger problems and general policies of the Church, having such officers, including a chairman, first and second vice-chairman, and secretary as well as such committees as they may deem best. In the interim between meetings of the Deacons, matters that need immediate attention should be taken care of by the Executive Committee of the Deacons, comprised of the chairman, first and second vice-chairman, and secretary, subject to the formal approval of the Deacons at the next Deacons meeting.

4) If and when new deacons are needed they shall be nominated by the Deacons, to be elected and ordained by the church, and shall serve at the will of the Church. Deacons coming into the fellowship of this church having been previously ordained in other Southern Baptist churches can be given consideration and elected by the Church to serve as active deacons after having been members of the Church a minimum of two years. Currently serving deacons who leave the Church to serve in one of our church plants and later return to our Church may be considered and elected by the Church to serve sooner.

5) Officer terms shall be as decided from time to time by the Deacon body to maintain an appropriate rotation of leadership.

6) The Chairman of the Deacons shall appoint an Officer Nominating Committee in September of each year to review terms and nominate Deacon officers. The committee will bring its nominations to the Deacons by the November meeting for an election.

7) No full-time employee of the Church shall serve as an active deacon.

8) Deacons shall seek to know the moral, physical, and spiritual needs and burdens of the members of the Church, and shall serve the whole church in relieving, encouraging, and ministering to all who are in such need.

9) The Deacons shall meet regularly, and at such special times upon call of the Lead Pastor or the Chairman of the Deacons for the consideration of urgent matters.

10) All deacons shall agree to attend the Deacons meetings on a regular basis. If a deacon has attended less than four meetings in a twelve month period, without adequate reason, or is unable or unwilling to serve, he will be considered inactive.

Section 3. Church Clerk.

The Church Clerk shall be elected annually, and shall keep a correct record of all official proceedings of the Church.

Section 4. Church Treasurer.

The Treasurer shall be elected annually and be a deacon. The Treasurer shall be responsible to see that financial reports of the church are provided at business meetings. The Treasurer shall be chairman of the finance committee.

Section 5. Board of Trustees.

1) The board of trustees shall be composed of six (6) members of the Church, serving three year-terms, two being elected each year by the church, upon recommendation of the Deacons. One of the trustees shall be chosen as chairman by the committee. After serving a term of three years, no trustee shall be eligible for re-

election to the board of trustees until the lapse of one full year. At least one trustee shall be a deacon. At least one trustee shall be a female.

2) It shall be the duty of the trustees to hold in trust all property of the Church and represent it in all legal matters. They shall not have power to buy, sell, mortgage, lease, rent, or transfer any church property without the specific vote of the Church, other than public storage for church records and seasonal supplies.

3) The trustees, in cooperation with the Administrative Pastor, are responsible for all real property and facilities of the Church. Any non-budgeted expenditure during a fiscal year for real property and/or facilities more than 2.5% of the operating budget shall be approved by the trustees. Any non-budgeted expenditure during a fiscal year for real property and/or facilities more than 5.0% of the operating budget shall be approved by the Church, upon recommendation of the trustees. The trustees will work together with the budget committee for necessary funding recommendations.

4) The trustees will be responsible for developing and recommending to the Church a strategic plan regarding real property, facilities, and major maintenance. The strategic plan should be adopted by the Church prior to development of the annual budget by the budget committee.

5) The board of trustees shall have the right and power to create debts and obligations binding upon the Church only upon proper approval of the Church, given by majority vote of the members present at any business meeting of the Church.

6) The board of trustees shall meet no less than two times annually.

ARTICLE IV: COMMITTEES

Section 1. Budget Committee.

1) This committee shall be composed of the church treasurer, the Chairman of the Deacons, the Lead Pastor, the Administrative Pastor, the chairman of the board of trustees, the chairman of the personnel committee, and one (1) church member at large, who shall be recommended by the Deacons, subject to approval of the Church, to serve a three-year term. After serving a term of three years, no at-large member shall be eligible for re-election to this committee until the lapse of one full year.

2) This committee shall prepare and submit to the church for adoption, an annual budget for each calendar year. The Chairman of the Deacons shall be chairman of the budget committee.

3) This committee shall meet as needed to insure church receipts are spent as budgeted, to recommend to the church for approval any reallocations necessary,

including the designation to various reserve funds of part or all of a year-end excess of receipts over expenditures or any undesignated gift over 2.5% of the budget.

Section 2. Finance Committee.

1) This committee shall be composed of the treasurer and six (6) members, serving three year terms, two being elected each year by the Church, upon recommendation of the Deacons. After serving a term of three years, no finance committee member shall be eligible for re-election to this committee until the lapse of one full year.

2) This committee shall be responsible for receiving and depositing all church funds. At a stated time, finance committee members, along with a sufficient number of selected church members, shall serve together as a counting team, and open all church offering envelopes, in the presence of not less than two members of the counting team and count funds received. Offerings that come in during the week and online giving may be handled by finance office personnel, if two are present when cash is handled. The church treasurer and Administrative Pastor shall oversee the handling and recording of all funds.

3) Each check for the disbursement of church funds shall be issued by the church finance office upon proper documentation and must be signed by at least two members of the finance committee who are not involved in preparing the check or reconciling the bank statement.

4) The finance committee shall see that an audit of church finances, a review of internal controls, or an independent accountant's report on agreed-upon procedures is performed no less frequently than once every five years.

Section 3. Personnel Committee.

1) This committee shall be comprised of six (6) members nominated by the Chairman of the Deacons and elected by the Church. Three (3) shall be deacons and three (3) shall be church members at large. One deacon and one at-large church member shall be elected each year. After serving a term of three years, no personnel committee member shall be eligible for re-election to this committee until the lapse of one full year. The Chairman of the Deacons will serve as a voting ex-officio member and will appoint the chair of this committee.

2) It shall be the duty of this committee to recommend to the church the duties of all paid employees and recommend to the budget committee the salaries, and employee benefits of all paid employees of the church. Individual salaries are a private matter and not to be shared with church members or other employees, except appropriate finance personnel responsible for payroll.

3) It shall be the duty of this committee to recommend to the Church the hiring of any minister at the level of Executive Staff, except the Lead Pastor.

4) This committee shall maintain a personnel policy and procedure manual. The committee shall work in close relation with the Lead Pastor, Administrative Pastor, Budget Committee, and Deacons. This committee shall work with the budget committee to insure that total payroll is an appropriate percentage of the overall church budget.

5) This committee, in cooperation with the Administrative Pastor and Lead Pastor, shall be responsible to see that personnel issues involving all employees of the Church are dealt with, including dismissal of ministerial or non-ministerial staff for moral failure or performance issues. Decisions about termination of non-ministerial staff may be made by the appropriate supervisor and the Administrative Pastor and/or the Lead Pastor. Decisions about termination of ministerial staff may be made by the Administrative Pastor and/or the Lead Pastor in consultation with the personnel committee.

6) This committee shall be responsible to deal with any occurrence of moral failure, or potential dismissal for cause, of the Lead Pastor. After the Lead Pastor has been afforded the opportunity to defend his position, the committee will deliberate in a closed session. Any recommendation to dismiss will be presented to the Deacons. After thorough consideration, which may include further discussions with the Lead Pastor, the Deacons may vote on moving this recommendation to the Church. The personnel committee will consider an appropriate severance package in cooperation with the budget committee. Dismissal of the Lead Pastor will require a two-thirds majority vote of the Church.

Section 4. Ushers Committee.

This committee shall care for the seating and comfort of the congregation, the prevention of interruptions and distractions, and similar essential services at all worship times and other public gatherings as needed.

ARTICLE V: ADDITIONAL PROVISIONS

1) The church shall administer all business meetings using the most current edition of Roberts' Rules of Order.

2) All official church records shall be kept in the church office, appropriate secure storage, or in a safe deposit box.

3) Marriages performed at the church facilities shall only be performed for those couples as defined in Article 18 on "The Family" in "The Baptist Faith and Message."

4) Rest room facilities and changing rooms, other than those designated as family restrooms, shall only be used by those of the biological sex as designated for on the door of the facility.

5) Periodic reviews of the Constitution and Bylaws shall be under the auspices of the Lead Pastor and the Chairman of the Deacons, or Administrative Pastor and Chairman of the Deacons in the absence of a Lead Pastor.

6) These bylaws may be amended or repealed by a two-thirds majority vote of the members present at any business meeting, provided the desired amendment or repeal be submitted in writing at the previous regular business meeting.